



Louisville Metro Planning & Design Services

SUBMITTAL REQUIREMENTS REVISED LANDSCAPE

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant PDS
 ONLY

- _____ 1. Completed Landscape Plan Application. All blanks must be filled in. The owner's name is required but **not the signature**. If the address is unknown, please call Planning and Design Services Addressing Team at (502) 574-6230.
- _____ 2. One (1) copy of the plan. The plan may be combined with a Tree Preservation Plan. Plans 24" x 36" must be folded accordion style into (four) sections then tri-folded (9" x 9" maximum) with the lower right corner shown.

All plans must show the following minimum information or the submittal can't be accepted.

Plan drawn to engineer's scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown	Contour Lines shown on plan (relevant for new construction only)
Vicinity map shown	Existing and/or proposed structures shown and identified
Site Address	Location, ownership, Deed Book & Page # of adjacent property owners
Tax Block and Lot Number	Net and Gross acreage of site
Zoning of property	If residential, provide net & gross density, and number of dwelling units
Zoning of adjacent properties	Dimensions of drive lanes and point of ingress and egress
Existing Use	Off-street parking including ADA parking spaces shown
Proposed Use	Typical dimensions of parking spaces and aisles
Street names shown	Off-street loading areas
Right-of-way width shown	Accessory structures shown with required screening
Parking Calculations	ILA / VUA calculations (may be shown on tree canopy plan)
Gross building footprint area	Landscape buffer areas (labeled and dimensioned)
Gross Floor Area of Buildings	Form District and Form District boundaries if nearby
Height of structures	Form District transition zone shown if required by regulation
Plan Date	Existing sanitary sewer locations
Revision Date Box	Proposed sanitary sewer connections
Owner's name and address	Drainage flow arrows
Legend	Freestanding signs shown on the plan

Louisville Metro Planning & Design Services
444 South Fifth St.
Louisville, KY 40202

502-574-6230

Fax 502-574-8129



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For Staff Use Only

Date: _____ **Staff:** _____ **Docket #:** _____

Do not accept application if required materials are not submitted

- _____ 3. Landscape Plan Fee is not required.
- _____ 4. If the above information and materials are submitted, open the Landscape log in the computer. Place an "R" in the 2nd column, record the original docket #, and complete the log from "Date" through "Intake Staff". The path is **G:\Planning\Data\Logs\2006 Landscape Log.doc**. If there are two related cases, put a semi-colon between numbers
- _____ 5. Fill in the Docket Number, Date, Staff (initials), and Fee (\$0) in the box at the top of the application form.
- _____ 6. Stamp the date received on every page of all material submitted. Write the docket number in **RED** in the lower right hand corner of every page of all materials submitted.
- _____ 7. Paperclip the plans and maps together and put them in the In-Coming Application Tray.
Place the application on top.

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